



JET PROPULSION LABORATORY  
CALIFORNIA INSTITUTE OF TECHNOLOGY

# REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NO.: MFS-553180

FOR:

COMPOSITE STRUCTURES ENGINEERING

**PROPOSALS ARE TO BE RECEIVED AT JPL NO LATER THAN:**

Date:

Local Time:

Oral Presentations due the Week of October 7, 2002

Specific dates and times will be arranged with each Proposer.

## COMMUNICATIONS IN REFERENCE TO THIS RFP

It is requested that any communication in reference to this RFP be in writing and directed to the attention of:

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Date of Issuance: September 10, 2002

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### 2. Attachments to the Solicitation, See form JPL 2839 for a list of Attachments

This Section of this RFP consists of those forms and documents containing information applicable to this RFP. Group A Attachments must be completed and attached to your proposal. Group B Attachments consist of forms and documents for informational purposes only. Both A and B Attachments can be found through the electronic address identified below. Hard copies of the Group B Attachments will be mailed by request only. Note that Group B Attachments are very important and may become requirements under the Contract.

World Wide Web: <http://acquisition.jpl.nasa.gov/e2000.htm>

### 3. Specimen Contract, Dated 09/01/02

## GENERAL INSTRUCTIONS

### 1.0 PROPOSAL REQUIREMENT

This procurement has been set aside 100% for Small Businesses which certify as such and fall under the North American Industry Classification Systems (NAICS) Code 336419. Although subcontracting or teaming, etc., under this acquisition is not prohibited per se, proposers must be careful regarding the possible effects of substantial subcontracting, teaming, joint ventures, or other “affiliations” which could impact their status, making them ineligible for an award under this 100% set-aside. Proposers are advised to refer, for example, to the Small Business Administration, Small Business Size Regulations found at 13 Code of Federal Regulations (CFR) PART 121, et seq. (esp. 13 CFR 121.401, AFFILIATION) and Federal Acquisition Regulation (FAR) Part 19, SMALL BUSINESS AND DISADVANTAGED BUSINESS CONCERNS.

The effort to be performed will be in accordance with the Specimen Contract; if you choose to submit more than one proposal for this effort, each proposal must be independently complete and under separate cover.

### 2.0 PACKAGING AND SUBMITTING YOUR PROPOSAL

#### 2.1 Number of Copies.

- 2.1.1 Provide (8) copies of your oral proposal presentation material at the time of the presentation. **THE WRITTEN PRESENTATION MATERIAL MUST COVER WHAT WILL BE PRESENTED ORALLY; IT CANNOT ADD ANY ADDITIONAL MATERIAL.** If the proposer so chooses, the oral proposal may utilize viewgraphs or Microsoft PowerPoint, in which case JPL will provide a viewgraph machine or projector.
- 2.1.2 Volume 2-Cost: Provide 8 written copies.
- 2.1.3 Volume 3-Past Performance: Provide 8 written copies.

#### 2.2 Oral Presentation.

- 2.2.1 Oral, rather than written, proposals shall be used to evaluate and select a contractor for negotiations. Volume I-Technical and Management will be presented orally at JPL by the individuals who are proposed to perform and/or manage the actual work of the contract.
- 2.2.2 Presentations shall address the information required by the Technical and Management Instructions. You may organize your presentation and allocate your time in any manner you see fit; keeping in mind, however, the relative weight of each evaluation criteria specified in paragraph 7 below and your ability to cover the material submitted. The presentation shall include a photographic tour of the facilities involved in completing the tasks outlined in this proposal. .
- 2.2.3 The viewgraphs provided in Volume I are intended to be what is presented during your oral presentation, recognizing that some additional verbal explanation beyond the words on the viewgraph is sometimes needed to fully explain some issues or points.
- 2.2.4 There shall be a four (4) hour time limit placed upon your oral presentation. JPL will formulate questions in writing during the presentation but will not

interrupt the presenters, with the exception of brief clarifications, during the oral presentation.

- 2.2.5 Following the oral presentation, JPL will caucus for approximately two (2) hours, including lunch, to discuss and organize questions developed during the oral presentation. At the end of the two-hour period, JPL will provide questions to the Proposer.
- 2.2.6 The total time spent at JPL will not exceed eight (8) hours, including a one-hour lunch.
- 2.2.7 Your oral presentation will include price. JPL price questions may be asked during the subsequent question and answer period.

### 2.3 Organization and Format.

- 2.3.1 Your proposal should be organized as closely as practicable to the format and sequence indicated in these proposal instructions, and must be submitted as outlined below.
- 2.3.2 Unnecessarily elaborate brochures or presentation layouts, other than those sufficient to present a complete and effective proposal, are not desired. Except when specifically requested, mockups, models, samples, hardware, or software of any kind must not be furnished and will not be considered.
- 2.3.3 JPL reserves the right to retain all proposal information submitted in response to this RFP.

## 3.0 GENERAL INFORMATION

### 3.1 Proposal Preparation and Related Costs.

This RFP does not commit JPL or the Government of the United States to pay any costs incurred in submitting your proposal, making studies or designs for preparing the proposal, or in procuring or subcontracting for services or supplies related to the proposal.

### 3.2 Data.

If the proposal contains data that either you or your subcontractors do not wish to be disclosed for any purpose other than proposal evaluation, you must mark the cover sheet of each volume containing such information with the legend below:

“Data contained in pages \_\_\_\_\_ of this proposal furnished in connection with RFP No. MFS-553180 shall not be used or disclosed, except for evaluation purposes, provided that if a contract is awarded to this offeror as a result of or in connection with the submission of this proposal, JPL and the Government shall have the right to use or disclose this data to the extent provided in the contract. This restriction does not limit JPL’s right to use or disclose any data obtained from another source without restriction.”  
Requests for Clarification/RFP Addenda.

During the proposal preparation period, all requests for clarification and/or additional information, must be submitted in writing to the individual referenced by “Attention:” on the cover page of this RFP. When appropriate, responses to requests, as well as any JPL initiated changes, will be provided to all prospective proposers in writing as addenda to the RFP. (NOTE: You must include reference to all addenda on your Acknowledgment to this RFP [Attachment A-1].)

#### 4.0 LATE PROPOSALS

Any proposal, portion of a proposal, or unrequested proposal revision received at JPL after the time and date specified on the cover letter to this RFP is late. Any proposer that is late for the specified time and date of their oral proposal, will be considered late. Late proposals will not be considered for award.

**NOTE TO PROPOSERS:** If an emergency or unanticipated event interrupts normal JPL processes so that solicitation responses cannot be received at the JPL office designated for receipt by the exact time specified in the solicitation, and urgent JPL requirements preclude amendment of the solicitation closing date, the time specified for receipt of proposals will be extended to the same time of day specified in the solicitation on the first work day on which normal JPL processes resume.

#### 5.0 SOURCE EVALUATION AND SELECTION PROCESS

##### 5.1 Source Evaluation.

Proposals will be evaluated in the areas of technical and management as described in paragraph 7 below. Although price will not be scored, it is of approximately equal importance to the combined technical and management areas; therefore, price is a substantial factor in source selection. JPL plans to make source selection based on the offeror whose proposal is determined to represent the best value to JPL. JPL's best value source selection is based on the following: If all offers, in the competitive range, are of approximately equal qualitative (technical and management) merit, JPL will select for negotiations the offer with the lowest price. However JPL may select for negotiations a contractor whose proposal offers a higher qualitative merit if the difference in price is commensurate with added value. Conversely, JPL may select for negotiations a contractor whose proposal offers a lower qualitative merit if JPL determines that the price differential between it and other offers so warrants. JPL will evaluate the proposals utilizing the following process:

- 5.1.1 Before issuing the RFP, JPL establishes specific criteria and their weighting for the evaluation of the Technical and Management proposals. After receipt at JPL, the proposals are evaluated against the pre-set criteria outlined in paragraph 7 below.
- 5.1.2 Price proposals are reviewed for mathematical accuracy, rate application, price omissions, and price reasonableness. If the Buy American Act, the Balance of Payment Program, or rent free use of Government-furnished property applies, the prices will be adjusted as required for the purpose of evaluation.
- 5.1.3 Responsibility (i.e., consideration of matters such as contractor financial capability, past performance record, adequacy of facilities, etc.) is assessed within the meaning of Federal Acquisition Regulation 9.1. Award will not be made to a Contractor deemed to be nonresponsible.
- 5.1.4 JPL will make source selection after oral presentations are concluded. However, JPL reserves the right to conduct discussions with the proposers during orals to assist the evaluators in fully understanding each proposal by:
  - 5.1.4.1 Discussing those aspects of each proposal which contain omissions, ambiguities and uncertainties;
  - 5.1.4.2 Verifying and identifying strengths and weaknesses which could affect work performance;
  - 5.1.4.3 Verifying the validity of the proposed price; and

5.1.4.4 Assessing the proposed personnel and the proposer's capabilities for performing the work.

5.1.5 After discussions, JPL may request price proposal deltas in order to correct errors, omissions or ambiguities in the proposal. Only those deltas requested by JPL will be accepted. (NOTE: JPL will not request best and final offers (BAFOs).)

## 5.2 Selection Process.

The results of the final evaluation are submitted to the JPL Source Selection Official, who selects the Contractor for negotiation.

5.3 JPL reserves the right to reject all proposals, to award a contract based on initial proposals (without proposal clarifications) or to conduct oral discussions prior to making source selection.

## 6.0 EXCEPTIONS TO GENERAL PROVISIONS AND ADDITIONAL GENERAL PROVISIONS

A large number of exceptions or one or more significant exceptions to the General Provisions and/or Additional General Provisions may make your proposal unacceptable for evaluation. **You must provide a detailed explanation, including the rationale, for any exceptions you take.** Proposers who submit proposals with exceptions may be selected for negotiations; however if an agreement cannot be negotiated, your proposal may be rejected.

## 7.0 TECHNICAL AND MANAGEMENT CRITERIA

The Technical and Management Criteria and the weight for each are listed below. The factors shown under the criteria are not weighted for evaluation purposes and are not listed in any particular order of importance.

Areas of Evaluation	Weight for each Area
Technical Approach	750 maximum points
Management Approach	250 maximum points
Total Score Possible	1000 maximum points

### 7.1 Technical Approach

#### 7.1.1 Criterion T1: Specific Examples of Hardware (350 points)

The extent to which the samples or descriptions of composite hardware presented are not only technically sound and of high reliability, but recent and relevant to space flight applications. The composite hardware samples should have been delivered and performed successfully in past space flight missions or the hardware should evidence successful completion of flight qualification testing. The hardware should represent both "build-to-print" and "design-to-build" examples that have met the customer's performance requirements.

#### 7.1.2 Criterion T2: Specific Examples of Analyses (200 points)

The extent to which the samples of analyses presented are recent and relevant to space flight applications. Samples should be technically accurate and cover the entire range of disciplines (i.e., stress, thermal, optical).

7.1.2.1 The extent to which a discussion of the proper tools and models evidences experience and understanding of each discipline.

7.1.3 Criterion T3: Resource Availability and Suitability (200 points)

The extent to which technical qualifications and experience levels of the individuals proposed, as presented in the written resumes, are adequate to perform the tasks as identified in the Statement of Work.

7.1.3.1 The degree to which technical and administrative facilities, equipment, and software meet the requirements for completing the tasks as outlined in the Statement of Work. The adequacy of contingency plans to address potential conflicts regarding resource availability.

7.1.3.2 The existence of a staffing/training plan that meets the requirements for completing the tasks as identified in the Statement of Work. The degree to which the need for technical and administrative facilities, equipment, and software has been thought out and planned for. The adequacy of contingency plans to address potential conflicts regarding availability. The adequacy of training and staffing plans.

7.2 Management Approach

7.2.1 Criterion M1: Related Experience (250 points)

The degree to which the proposer provides evidence of successful past performance within cost and schedule constraints, and provides evidence of a system of tracking and reporting performance using in-house resources to control costs.

7.2.1.1 The degree to which the proposer adapts to changes in the direction of the work effort, due to either JPL direction, or findings made as work progresses.

## **VOLUME I – TECHNICAL AND MANAGEMENT INSTRUCTIONS**

This portion of the RFP sets forth the requirements to be followed in preparing your technical and management response. The following information must be provided in your presentation to permit an evaluation of your organization's technical and management approach.

1.0 Technical Approach (750 points)

1.1 Criterion T1: Specific Examples of Hardware

Provide and discuss from three to five specific examples of composite hardware relevant to space flight applications which you have designed and/or fabricated in the recent past. Provide evidence of successful delivery and performance or successful completion of applicable qualification testing. Provide examples of both build-to-print assemblies and hardware which you have designed, having been provided performance or form, fit, and function requirements by your customer.

1.2 Criterion T2: Specific Examples of Analyses

Provide and discuss from three to five specific examples of analyses relevant to space flight applications, which you have performed in the past, covering a representative sample of the disciplines listed in the Statement of Work. Provide and discuss types of analysis tools used. Be prepared to discuss your philosophies for generating analysis models.

Provide the names, and to the extent practicable, the physical presence of a representative sample of the individuals who performed the analyses and who can be counted upon to perform analyses under this effort. Be prepared to answer questions and discuss or defend the analyses presented.

### 1.3 Criterion T3: Resource Availability and Suitability

Provide and discuss written resumes of key personnel who will be performing tasks, both engineering and management, identified in the Statement of Work. List and describe the resources (e.g., personnel, design, fabrication, assembly, inspection, test, and analysis facilities, computer platforms, software, modeling tools, administrative and office equipment) with which you plan to use in performance of this effort. Provide a photo presentation of the facilities, labs, and equipment that will be used in performance of this effort. Indicate your degree of expertise and familiarity with these resources. State the location and present capacity and usage levels of the resources described above. Demonstrate projected availability and adequacy to the estimated level of support activity forecast under this contract. Discuss your organization's staffing and training programs, including professional certifications. State whether a given resource is in-house, or planned to be sub-contracted. Discuss your organization's contingency plans to address changes in workload.

## 2.0 Management Approach (250 points)

### Criterion M1: Related Experience

List and describe the relevant contracts, within the last five years, showing cost and schedule performance.

Provide a current copy, within the last year, of your performance tracking and reporting system. Discuss the methods used to supply technical and management reports to customers.

Discuss the method in which engineering changes are tracked and documented.



## COST INSTRUCTIONS

This portion of the proposal instructions outlines the requirements to be followed in preparing the price proposal.

### 1.0 DATA SUBMITTAL

- 1.1 Provide the cost breakdown information requested on Attachment A-19, “Cost Element Breakdown & Rate Forecast”. Proposers may provide the requested information, as applicable, on an alternate computer generated form. The attachment will be used in the Source Evaluation and Selection process as described in paragraph 5.1 of the General Instructions.
- 1.2 Provide a letter authorizing the release of rate and other relevant information to the Jet Propulsion Laboratory.
- 1.3 You are required to provide the following information subsequent to the submission of your proposal, if requested by the JPL Negotiator. This information must be received at the time of your oral presentation. Failure to provide this information in a timely manner may result in the elimination of the proposal from further consideration.
  - 1.3.1 For proposals greater than \$550,000, a Contract Pricing Proposal Cover Sheet, signed by the proposer’s authorized representative, stating.
    - 1.3.1.1 The solicitation number, proposed cost, profit , and total;
    - 1.3.1.2 Whether the proposal is consistent with your established estimating and accounting principles and procedures and FAR Part 31, “Cost Principles,” and, if not, an explanation.
  - 1.3.2 JPL anticipates adequate price competition, as defined per Federal Acquisition Regulation 15.403-1(c)(1), in response to this RFP. In the event that adequate price competition is not realized and your proposal exceeds \$550,000, the cost or pricing data requested below must be certified in accordance with Attachment B-10, “Certificate of Current Cost or Pricing Data,” upon contract negotiation, unless an exception applies. If any exception per Attachment B-13, “Claims for Exceptions to Cost or Pricing Data,” is applicable, you must submit a written request in accordance with Attachment B-13 to qualify for an exception to the requirement for submission of cost or pricing data.
  - 1.3.3 For each individual item included in the proposal for which the price exceeds \$550,000 and is based on catalog or market prices, or prices set by law or regulation, a written request for an exception to the submission of certified cost or pricing data in accordance with Attachment B-13, “Claims for Exceptions to Cost or Pricing Data,” is required. If an item is subject to an exception but is priced at less than or equal to \$550,000, state the basis of the price and provide appropriate reference documentation; a written request for an exception is not required. The cost elements supporting data addressed in paragraph 2 below is not required on any item for which an exception applies.

## 2.0 PROPOSAL PRICING

Submit the cost information requested below on Attachment A-19 or a computer generated equivalent. As indicated on Attachment A-19, JPL has provided the following standardized labor categories with corresponding sample labor hours and sample Travel, Material and Subcontract cost amounts. These amounts are to be utilized in developing your proposed Total Price. The amounts are for bidding purposes only and do not represent any specific contract requirement. You will not be expected to perform any task for the resulting Total Price. The purpose of the attachment is to evaluate the proposed direct and indirect costs of each proposer on a uniform basis.

**Engineer:** Degree in mechanical, materials or other related field; MS plus 2 or more years experience or BS plus 4 or more years experience in a related field.

**Senior Engineer:** Degree in mechanical, materials or other related field; MS plus 8 or more experience or BS plus 10 or more years experience in a related field.

**Technician:** Experience in flight hardware assembly with applicable certification with 3 or more years experience in related field.

**Senior Technician:** Experience in flight hardware assembly with applicable certification with 8 or more years experience in related field.

**Designer:** Experience in flight hardware design with 4 or more years experience in a related field. Proficiency with CAD tool which allows seamless transfer of CAD data to JPL CAD and other analysis tools.

**Program Manager:** Degree in mechanical, materials or other related field. MS plus 8 or more years experience or BS plus 10 or more years experience in related field and the ability to manage tasks within given technical, budgetary and schedule constraints.

## 3.0 COST ELEMENTS SUPPORTING DATA (to be provided in addition to Attachment A-19)

3.1 Discuss the development of the labor rates, including all escalation factors. If available, submit evidence of Government approval of direct labor rates for each labor classification.

### 3.2 Indirect Costs

3.2.1 The Attachment A-19, Cost Element Breakdown section shall utilize Fiscal Year 2003 indirect rates. The Forecasted Rates section shall detail all estimated indirect rates for the complete period of performance.

3.2.2 Discuss the development of each proposed indirect expense rate (e.g., labor overhead, material overhead, general and administrative). Specifically identify the cost elements included in the base cost to which each rate is applied. List the indirect expense rates experienced for the past two years. Explain any significant variance between the experienced and proposed rates. Submit evidence of Government approval of each indirect rate, if available. Identify separately any independent research and development expenses included in the G&A rate.

### 3.3 Material

For proposal purposes, Attachment A-19 provides a Material cost of \$15,000. Use this amount in developing your proposed price, plus any applicable mark-up factors. Discuss the development of any factors proposed (e.g. scrap, rework, usage and handling charges).

### 3.4 Subcontracts

For proposal purposes, Attachment A-19 provides a Subcontract cost of \$10,000. Use this amount in developing your proposed price, plus any applicable mark-up factors. Indicate the specific labor skill category for which your organization would subcontract to another organization. Discuss the development of any factors proposed.

### 3.5 Travel and Relocation

For proposal purposes, Attachment A-19 provides a Travel cost of \$10,000. Submit your current company policy regarding the reimbursement of travel/relocation costs and the accounting of such costs as a direct or indirect expense. Detail any mileage rate utilized for local travel and all other applicable costs.

### 3.6 Other Direct Costs

#### 3.6.1 Computer Usage

If applicable, describe any computer usage and the extent of usage. Detail the accounting of such costs as a direct or indirect expense. Explain the development of any specific rate.

#### 3.6.2 Monthly Reports

If applicable, describe the development of the direct costs associated with the contract reporting requirements.

#### 3.6.3 Consultants

If applicable, indicate the specific labor skill category for which your organization would require consultant services. Identify any potential consultants, state the proposed hourly/daily rate, and any associated costs (such as travel). State whether the consultant has been compensated at the quoted rate for similar services performed in connection with Government contracts.

#### 3.6.4 Tooling and Special Test Equipment Special

Describe each item of Special Tooling and Special Test Equipment proposed; indicate where and when each item is to be used and the extent of usage, explain the Basis of Estimate and furnish any applicable supporting data.

#### 3.6.5 Licensing and Royalty Information

If your proposal contains costs for royalties or licenses, indicate the amount and be ready to furnish details.

#### 3.6.6 Other

Explain and support any additional other direct costs included in the proposal.

#### 3.6.7 Fee

Submit a proposed fee amount.

#### 4.0 COST-SHARING

If you elect to submit a cost-sharing proposal, such a proposal may be submitted in addition to a basic proposal or in lieu thereof. Note that all proposers are required to submit complete cost information for the full requirement and indicate which part of the effort is to be funded by the Contractor and which part is to be funded by JPL.

#### 5.0 PROGRESS PAYMENTS

Progress Payments will be allowed under this Contract.

#### 6.0 PARTIAL PAYMENTS

Partial Payments will not be allowed under this Contract.

#### 7.0 SUPPLEMENTAL BUSINESS/COST INFORMATION

##### 7.1 Financial Statement

Submit a copy of your annual financial statements for the last three years and any information regarding additional resources required to perform the proposed effort such as an established line of credit or other financial resource.

##### 7.2 Accounting Calendar

Submit a copy of your accounting calendar for each year in which work is anticipated.

##### 7.3 Attachments

The Section of this RFP entitled “Attachments to the Solicitation” consists of those forms and documents containing information applicable to this RFP. Group A Attachments must be completed and attached to your cost proposal. Group B Attachments consist of forms and documents for informational purposes only and may be required under the Contract.



## ATTACHMENTS TO THE SOLICITATION

The following attached forms and documents are organized into two major groupings:

1. Group A must be completed and returned as part of your quotation or proposal.
2. Group B are for information purposes only in preparing your quotation/proposal.

**NOTE TO PROPOSERS:** *Forms and documents listed below are not applicable unless the box preceding the Attachment Number is marked ☒.*

**GROUP A - Complete and return as part of your quotation/cost proposal, as applicable:**

Attachment Number	Title and Form Number
<input checked="" type="checkbox"/> A-1	Acknowledgment (form JPL 2384)
<input type="checkbox"/> A-2	Cost Accounting Standards (form JPL 2842)
<input type="checkbox"/> A-3	Government Property Questionnaire (form JPL 0544)
<input type="checkbox"/> A-4	(RESERVED)
<input type="checkbox"/> A-5	(RESERVED)
<input checked="" type="checkbox"/> A-6	Notice of Total Small Business Set-Aside (form JPL 4022)
<input type="checkbox"/> A-7	Notice of Total Small Business Set-Aside - Modified (form JPL 4023)
<input type="checkbox"/> A-8	(RESERVED)
<input type="checkbox"/> A-9	(RESERVED)
<input type="checkbox"/> A-10	(RESERVED)
<input type="checkbox"/> A-11	(RESERVED)
<input type="checkbox"/> A-12	Foreign Acquisitions - Certification of Eligibility for Exemption from/Certain JPL General Provisions, Additional General Provisions, and Certifications (form JPL 2881)
<input type="checkbox"/> A-13	(RESERVED)
<input checked="" type="checkbox"/> A-14	Past Performance (form JPL 0358)
<input type="checkbox"/> A-15	Cost Element Breakdown (form JPL 0549)
<input type="checkbox"/> A-16	Determination of Lowest Overall Price - Time-and-Material Proposals (form JPL 0359)
<input type="checkbox"/> A-17	Determination of Lowest Overall Price - Labor Hour Proposals (form JPL 0363)
<input type="checkbox"/> A-18	Determination of Lowest Overall Price - Labor-Hour Proposals to JPL-Provided Rate Ranges (form JPL 0364)
<input checked="" type="checkbox"/> A-19	Cost Elements Breakdown and Rate Forecast (Short Form)

**GROUP B - For information only:**

<b>Attachment Number</b>	<b>Title and Form Number</b>
<input type="checkbox"/> B-1	Waiver of Rights to Inventions (form JPL 62-301)
<input type="checkbox"/> B-2	Summary Work Breakdown Structure (no form number)
<input type="checkbox"/> B-3	Notice to Offerors (form JPL 2843)
<input type="checkbox"/> B-4	Instructions for Patent Agreement for Use in Support Service Contracts (form JPL 2844) Patent Agreement (form JPL 1929)
<input checked="" type="checkbox"/> B-5	Notice of Requirement of Pre-award On Site Equal Opportunity Compliance Review (form JPL 3553)
<input type="checkbox"/> B-6	Requirements for A Subcontracting Plan (form JPL 0294)
<input type="checkbox"/> B-7	Security Requirements for a Classified Contract (form JPL 2891)
<input type="checkbox"/> B-8	Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity(Executive Order 11246) (form JPL 2899)
<input type="checkbox"/> B-9.1	Notice to Prospective Contractors of Requirement for an Environmental Audit of the Lease Facilities (form JPL 2896)
<input type="checkbox"/> B-9.2	Notice to Prospective Contractors of Requirement for an Environmental Audit of the Lease Facilities – Alternate (form JPL 2896-1)
<input checked="" type="checkbox"/> B-10	Certificate of Current Cost or Pricing Data (form JPL 2496)
<input type="checkbox"/> B-11	Standards of Conduct and Procedures for Handling Contractor Personnel Problems, Discipline, and Separation (form JPL 4412)
<input type="checkbox"/> B-12	(RESERVED)
<input checked="" type="checkbox"/> B-13	Claims for Exceptions to Cost or Pricing Data (form JPL 2703)
<input type="checkbox"/> B-14	Billing Instructions – Cost Type Contract (form JPL 2716)
<input type="checkbox"/> B-15	Billing Instructions – CREI Contract (form JPL 2717)
<input type="checkbox"/> B-16	Billing Instructions – Labor-Hour/Time-and-Material Contract (form JPL 2718)
<input type="checkbox"/> B-17	JPL Contractor Safety and Health Notification (form JPL 2885)